

REQUIREMENTS FOR LICENSE - MOTOR VEHICLE DEALER BRANCH LOCATION OR RELOCATION

Access this form via website at: www.state.hi.us/dcca/pvl

Briefly, the steps to obtain a license are:

1. File application with fees and ALL supporting documents by applicant.
2. Preliminary review for proper filing by board.
3. Application and report reviewed by board.
4. Upon approval, a license is issued.

APPLICATION & SUPPORTING DOCUMENTS

APPLICATION	Complete the attached application form. Type or print legibly in dark ink. If applicant is a partnership, all partners must sign. Applicants are subject to requirements in effect at time of filing. • Failure to provide all the requested information will delay the processing of your application.
SELF-INSPECTION REPORT	Applicant must attach a self-inspection report which includes a description of the premises, together with site plans showing measurements of all facilities, including boundaries of the proposed premises. INCLUDE SANITARY FACILITIES on plans. (Do not submit blueprints.)
PHOTOGRAPHS	Submit photographs of premises including building's display areas and sanitation facilities.
RENTAL or LEASE AGREEMENT	ATTACH copy of lease or rental agreement for the site. The lease or rental agreement shall be for a minimum of one year.
FRANCHISE	Submit a copy of any new Franchise Agreement for vehicles to be sold only at this location.
FEES - BRANCH OFFICE	Attach the appropriate fee. Make check payable to: COMMERCE & CONSUMER AFFAIRS. If applying between July 1, even-numbered years and June 30, odd-numbered years, pay: New & Used Vehicle Dealer & Motorcycle-Scooter - Honolulu \$460 (Application - \$50*, License fee - \$150, CRF - \$110, ½ Renewal - \$150) New & Used Vehicle Dealer & Motorcycle-Scooter - Islands \$310 (Application - \$50*, License fee - \$75, CRF - \$110, ½ Renewal - \$75) If applying between July 1, odd-numbered years and June 30, even-numbered years, pay: New & Used Vehicle Dealer & Motorcycle-Scooter - Honolulu \$255 (Application - \$50*, License fee - \$150, CRF - \$55) New & Used Vehicle Dealer & Motorcycle-Scooter - Islands \$180 (Application - \$50*, License fee - \$75, CRF - \$55)
FEE - RELOCATION	Attach \$50* application fee. Make check payable to: COMMERCE AND CONSUMER AFFAIRS * Application fees are nonrefundable.

NOTE: One of the numerous legal requirements that you must meet in order for your new license to issue is the payment of fees as set forth in this application. You may be sent a license certificate before the check you sent us for your required fees clears your bank. If your check is returned to us unpaid, you will have failed to pay the required licensing fee and your license will not be valid, and you may not do business under that license. Also, a \$15.00 service fee will be charged for checks which are returned by the bank.

If for any reason you are denied the license you are applying for, you may be entitled to a hearing as provided by Title 16, Chapter 201, Hawaii Administrative Rules, and/or Chapter 91, Hawaii Revised Statutes. Your written request for a hearing must be directed to the agency that denied your application, and must be made within 60 days of notification that your application for a license has been denied.

BOARD'S ADDRESS	Mail all required items to:		Deliver to office location at:
	<i>Motor Vehicle Industry Licensing board DCCA, PVL, Licensing Branch P.O. Box 3469 Honolulu, HI 96801</i>	or	1010 Richards St. Honolulu, HI 96813 Phone No. (808) 586-3000

INFORMATION & MAINTENANCE OF LICENSE

BOARD REVIEW	After submission of a complete self-inspection report, the preliminary approval to operate may be granted, subject to ratification by the board at its next regular meeting, usually held each month.
BIENNIAL RENEWAL	All licenses, regardless of issue date, are subject to renewal on or before June 30 of each EVEN-NUMBERED year. Notices of renewal are mailed approximately 6 weeks prior to the expiration date. If a notice is not received, contact the board's office.
CHANGES	Notify the board in writing and file all appropriate applications when required, for all changes affecting the license such as business location, business name, branch office locations, franchises obtained/terminated and salesperson terminated.
LAWS & RULES	To obtain a copy of the laws, Chapter 437, HRS, and rules, Chapter 86, HAR, of the Motor Vehicle Industry Licensing Board, send \$1.25 to: <i>Cashier, Commerce & Consumer Affairs, P.O. Box 541, Honolulu, HI 96809.</i> Price subject to change without notices. Chapter 436B, Hawaii Revised Statutes, the Professional and Vocational Licensing Law may be purchased separately for 75¢. The rules are posted on our website at: www.state.hi.us/dcca/pvl , then click on the specific board/program. The laws will be posted during the fall of 2001.
ABANDONMENT OF APPLICATION	You must submit all required documents and information within two years from the last date documents or information were requested or it will be considered abandoned and the Board may destroy it.

This material can be made available for individuals with special needs. Please call the Licensing Branch Manager at (808) 586-3000 to submit your request.

**APPLICATION FOR BRANCH LOCATION and
APPLICATION FOR RELOCATION - MOTOR VEHICLE DEALER**

Check the type of application being made:

- [] New Branch Location MVD-
[] Relocation of Main Office MVD-
Former Location _____
[] Relocation of Branch Office MVB-
Former Location _____

Name (If Individual, First-Middle-Last; or name of Corporation, Partnership, LLC or LLP):

Trade name if any:

Address of NEW Location (include street address, city, state and zip code)

Mailing Address (ONLY if different from new location):

FOR BOARD USE ONLY

- [] Appl signed & questions
[] \$50/460/310/255/180
[] Self Inspection Report
[] Photos
[] Lease Agreement
[] New Franchise Agreement

To Exec Secy:

Approved/date:

Effective Date

Registration No.

Phone:

Was this lot previously occupied

by a car dealer?YES NO

If "yes," name of dealer: _____

Was this lot vacant before your occupation?YES NO

Phone:

List PROPER NAME(S) & LICENSE NUMBER(S) of all currently licensed salespersons:

Are there any other persons engaged in the selling, displaying, offering for sale, or dealing

in motor vehicles other than those listed above?YES NO

IF THERE HAVE BEEN ANY CHANGES IN THE OPERATIONS, OR OF PRINCIPALS, OFFICERS, MANAGERS OR MEMBERS OF THE DEALERSHIP, COMPLETE APPROPRIATE SECTIONS BELOW (If no changes, go directly to page 2 and sign application).

	Name	Residence Address (Include Apt. No., City, State, & Zip Code.)	Phone Number	Social Security No.
ENTITY	President, Partner, Manager or Member			
	Vice-President, Partner, Manager or Member			
	Secretary, Partner, Manager or Member			
	Treasurer, Partner, Manager or Member			

(OVER)

Appl..... 366 \$50
Lic..... 368 \$150/\$75
CRF..... 367 \$110/\$55
½ Ren..... 330 \$150/\$75
Service Fee..... BCF \$15

List EMPLOYMENT RECORD of all new principal(s), officer(s), manager(s) or member(s). Include such information as: Dates (mo/yr) of employment, position title; and employer's name, business address and phone, and nature of business. Account for all time including periods of unemployment, school and military service. Use supplemental sheet if necessary.

Circle or underline answers. Give details on a separate sheet when required.

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|----|--|-----|----|
| 1) | Have new principals, officers, manager or member ever been convicted of a Federal, State or County offense other than a traffic violation? | YES | NO |
| 2) | Have new principals, officers, manager or member ever been guilty of a fraudulent act in connection with selling or dealing in motor vehicles? | YES | NO |
| 3) | Were any licenses of new principals, officers, manager or member ever suspended, revoked or otherwise subject to disciplinary action? | YES | NO |

I / WE, _____, do solemnly swear that the statements contained in the foregoing application are true and correct and that: I / WE, as AN INDIVIDUAL / AN OFFICER / A PARTNER / A MANAGER / A MEMBER have authority to sign this application and to make the statements contained herein.

Date

Signature

Print Name _____

Title _____

Date

Signature

Print Name _____

Title _____